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Thursday
September 11, 2014

2014 SEMINAR LOCATION

MARTEN HOUSE HOTEL &
LILLY CONFERENCE CENTER
1801 WEST 86TH STREET
INDIANAPOLIS, IN 46260
(317) 872-4111
www.martenhousehotel.com

ENHANCE YOUR EEO KNOWLEDGE at the **2014 EEOC Indianapolis Technical Assistance Seminar**. This informative seminar, **sponsored by the Indianapolis District Office**, will be held at the Marten House Hotel & Conference Center.



EEOC Indianapolis Seminar

U.S. Equal Employment Opportunity Commission

Hotel Arrangements
Registrants are
responsible for their own
hotel arrangements.

TRAINING YOU CAN'T AFFORD TO MISS!

Join EEOC for the best in EEO training from the experts who enforce the law.

Questions about the seminar?

Beth Caster

Indianapolis District Office

(317) 226-6430

(317) 226-7953 FAX

(317) 226-5162 TTY

Beth.Caster@eeoc.gov

Event Code 14TIND01



EEOC
Training Institute
...Learn from the Experts

Thursday, September 11, 2014

EEOC Indianapolis Seminar

www.eeotraining.eeoc.gov

Top 5 Reasons to Attend an EEOC Seminar

- Get Updates on the Latest Changes to EEO Laws and Regulations
- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws

For EEOC guidance materials, fact sheets, press releases, and other training opportunities visit us at eeoc.traininginstitute@eeoc.gov

Who Should Attend?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff [seminar approved for 8 hour EEO Investigator Refresher credit]

Training Institute Policies - Training Event 14TIND01

PAYMENT — \$349 Fee includes seminar, lunch and refreshments at breaks, and an eight-volume EEO library on CD. PAYMENT MUST ACCOMPANY REGISTRATION. *EEOC Tax ID Number: 52-0812909*

GET A DISCOUNT PRICE of \$319 by: 1) Registering on-line with a credit card or electronic check payment, or 2) registering early by mail or FAX. Check or faxed credit card payment information **must** be received by August 11, 2014 for discount. NOTE: All credit card charges will be listed as EEOC Training Institute on your statement.

PAYING BY GOVERNMENT PURCHASE ORDER Please note: This type of payment is not eligible for the Early Bird discount.

State and Local Government Registrants: In order to be confirmed: submit a copy of the purchase order, purchase order number, billing name, address and instructions, and agency tax ID number. For all POs, please provide the name, phone number and email of a contact person for questions re: purchase order and payment. "Purchase order number" could also be a requisition or document number, as appropriate.

Federal Government Registrants: We only accept federal purchase orders over \$2,500. Please contact our customer service staff at (703) 291-0880 or 1-(866) 446-0940 or send an email to eeoc.traininginstitute@eeoc.gov for more information.

REGISTRATION — Register at www.eeotraining.eeoc.gov. Credit card and electronic bank check registrations will receive immediate confirmation. *EEOC Tax ID Number: 52-0812909*

You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, 6841 ELM ST. #1092, MCLEAN, VA 22101** OR FAX your registration with payment to **(518) 615-8422**.

QUESTIONS ABOUT REGISTRATION? (703)291-0880 OR 1-(866)-446-0940; TTY# 1.800.828.1120; eeoc.traininginstitute@eeoc.gov

CONFIRMATION - Registrants will receive written email or fax confirmation upon receipt of a complete registration application and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. Confirmation email should be brought to the event.

CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than **10** business days prior to the seminars are eligible for a refund less a \$35 processing fee. **No shows are not eligible for a refund.** Substitutions may be made prior to the beginning of the seminar.

REASONABLE ACCOMMODATION REQUESTS — If you need an accommodation, please note it on the registration form and we will contact you.

Indianapolis EEOC Seminar Sept. 11, 2014

Agenda



Schedule

- Registration: 7:30 am
- Start: 8:00 am
- Lunch provided
- End: 4:30 pm

LET EEOC BE YOUR TRAINER

Experienced EEOC staff will come on-site and provide training on popular EEO topics such as harassment or an overview of EEO. For more information, contact:

Phyllis Tucker-Wells
Program Manager
(317)226-7469
Phyllis.tucker-wells@eeoc.gov

7:30 - 8:00 am	Registration and Continental Breakfast
8:00 - 8:15 am	Welcome <i>Webster Smith, EEOC District Director, Indianapolis District Office</i> <i>Phyllis Tucker-Wells, EEOC Program Manager, Indianapolis District Office</i>
8:15 - 9:15 am	Legal Updates: Recent Developments in EEO Law <i>Jonathan Bryant, EEOC Senior Trial Attorney</i>
9:15 - 10:15 am	ADA Case Study Panel <i>JoAnn Farnsworth, EEOC Senior Trial Attorney</i> <i>Michelle Ware, EEOC Supervisory Investigator</i>
10:15 - 10:30 am	Morning Break
10:30 - 11:30 am	Vice Chair Jenny R. Yang, <i>EEOC, Washington, DC</i>
11:30 - 12:30 pm	EEOC's Strategic Enforcement Plan Panel (Developing Systemic & Class Charges) <i>Nancy Edmonds, EEOC Senior Trial Attorney</i> <i>Brien Shoemaker, EEOC Supervisory Investigator</i>
12:30 - 1:45 pm	Lunch
1:45 - 2:45 pm	FMLA <i>Patricia Lewis, Director</i> <i>Department of Labor Wage & Hour</i>
2:45 - 3:00 pm	Afternoon Break
3:00 - 4:30 pm	Role Play: Recruitment & Hiring (Barriers i.e., medical exams, arrests & convictions) Commentary by EEOC <i>Laurie Young, Regional Attorney</i> <i>EEOC Indianapolis District Office</i> <i>Defense Attorney—TBA</i> <i>Plaintiff Bar Attorney—TBA</i>
4:30 pm	Adjourn

Credits: 7.0 HRCI credits approved. This seminar also meets the 8 hour yearly refresher training requirement for federal agency EEO investigators. Indiana CLE credits pending.

EEOC Indianapolis Seminar September 11, 2014

(Event Code 14TIND01)

Please print and use a separate form for each attendee.

3 ways to register

- **ON-LINE - GET DISCOUNT PRICE**
www.eeotraining.eeoc.gov
(payment by credit card and online check only)
- **MAIL**
EEOC TRAINING INSTITUTE
6841 ELM STREET, #1092
MCLEAN, VA 22101
- **FAX to (518)615-8422**



Directions to SEMINAR LOCATION - Marten House Hotel & Lilly Conference Center.

From I-465 West to the Meridian Street (US 31) exit and turn left. Go south to 86th Street. Turn right on 86th Street and head west. The Marten House is on your left after you pass Ditch Road.

By registering for a EEOC Training Institute event, you agree to all applicable institute policies.

First Name _____ MI _____ Last Name _____
Title _____
Organization _____ Suborg _____
Address _____
City _____ State _____ Zip _____
E-Mail _____

Business Telephone () _____ (☐ if TTY, please check)

Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program? ☐ Yes ☐ No Describe accommodation requested or special diet needed. _____

AMOUNT OF PAYMENT: \$349 Discount Price of \$319 available for online registrations up until the day before the seminar and for mailed check or mailed/faxed credit card payment registrations received by August 11, 2014. Faxed/mailed credit card registrations received after August 11, 2014 will be charged \$349.

Credit Card ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover
Account # _____ Expiration Date _____

Cardholder Name (please print) _____

Signature _____ Card Security Code _____

Cardholder Email address _____

Cardholder mailing address _____

☐ **Check Payable to EEOC Training Institute**

☐ **State/Local Government Purchase Order (Attached) PO #** _____

State and Local PO will be paid by ☐ Check ☐ Credit Card (provide information above)

Billing Organization Name & Address _____

Name/Phone #/Email of Billing Contact _____

We only accept federal purchase orders for over \$2,500. Please call us at 1-(866)446-0940 or send an email to eeoc.traininginstitute@eeoc.gov for special registration form and procedures.

Person filling out this form (if different than registrant)

Name _____

Email _____

Have you attended an EEOC sponsored seminar, course or conference in the last 5 years? ☐ Yes ☐ No

By registering for a Training Institute event, you agree to all applicable Institute policies.

Employees at Your Facility:

- ☐ Under 50
- ☐ 50-99
- ☐ 100-249
- ☐ 250-499
- ☐ 500-999
- ☐ 1,000+

Your Organization's Business Type:

- ☐ Federal Gov't
- ☐ State/Local Gov't
- ☐ Private

Your Position Category:

- ☐ Attorney
- ☐ EEO Director, Manager, Supervisor
- ☐ EEO Professional (Investigator, Counselor, Specialist)
- ☐ HR Director, Manager, Supervisor
- ☐ HR Staff
- ☐ Mediator, ADR
- ☐ Other Manager, Supervisor
- ☐ President, CEO, Owner
- ☐ Union Representative
- ☐ Other _____

How did you learn about our seminar?

- ☐ Brochure in mail
- ☐ Email
- ☐ Colleague
- ☐ Website/Internet
- ☐ Newspaper/Radio Ad
- ☐ Professional Organization
- ☐ SHRM
- ☐ EEOC event
- ☐ Other _____